



BRIAN SANDOVAL
Governor

STATE OF NEVADA
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF WELFARE AND SUPPORTIVE SERVICES
ADMINISTRATIVE OFFICE – PERSONNEL UNIT
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Las Vegas, NV 89120
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ROMAINE GILLILAND
Director

MICHAEL J. McMAHON
Administrator

The Division of Welfare and Supportive Services is currently accepting applications for:

CLERICAL TRAINEE

SALARY & BENEFITS: Grade 20 – Approx. Annual Starting Salary -\$24,888.96

Excellent benefits package including health, dental and vision insurance, Public Employees Retirement Plan, three weeks paid vacation, three weeks sick leave, paid holidays and deferred salary opportunity.

Location: Las Vegas, Boulder City, Indian Springs, Jean, Henderson

DESCRIPTION: Clerical Trainees receive training designed to prepare them for entry-level work in a clerical or related series. The training period, normally six months, allows individuals to enter the workplace and provides agencies an opportunity to assess the aptitude and potential of individuals to perform higher level work. Duties may include, but are not limited to, training in the following: answering telephone calls and routing non-routine calls to appropriate individuals; typing routine correspondence and other materials; processing mail by opening and distributing to appropriate sections or individuals; checking documents such as applications for completeness; inventorying, categorizing, labeling, coding, batching and filing various materials; operating standard office machines such as personal computers, typewriters, copiers, shredders, calculators and microfiche viewers; and assisting with miscellaneous projects. Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE: Courses at the high school level and/or relevant work experience. (*See Informational Note*)

INFORMATIONAL NOTE:

- Six months of successful experience as a Clerical Trainee in Nevada State service provides for semi-automatic progression to the next level with the approval of the appointing authority.

TO APPLY: Please visit the State of Nevada Career Opportunity website at <http://hr.nv.gov/>. Any interested person may submit or mail a copy of the completed NVAPPS application profile to the address above.

All documentation is reviewed by the hiring authority and may contact you for an interview.

*******Applications will only be active for six months*******

Working for the Welfare of ALL Nevadans